



PLANNING BOARD
TOWN OF DEDHAM, MASSACHUSETTS
26 Bryant Street, Dedham, MA 02026

Robert D. Aldous, *Chairman*
Michael A. Podolski, *Vice Chairman*
John R. Bethoney, *Clerk*
Ralph I. Steeves
James E. O'Brien IV

Richard J. McCarthy, Jr.
Planning Director
781-751-9241

Susan N. Webster
Administrative Assistant
(781) 751-9242
Fax (781) 751-9225

FORM X
APPLICATION FOR SITE PLAN REVIEW (\$9.5)

THE UNDERSIGNED OWNER, OR ON BEHALF OF AND DULY AUTHORIZED BY THE OWNER, HEREBY APPLIES FOR PLANNING BOARD REVIEW AND APPROVAL OF THE SITE PLAN DESCRIBED HEREIN AND SUBMITS THE FILING AND REVIEW FEES AND EXHIBITS AS REQUIRED BY SECTION 9.5 OF THE ZONING BY-LAW INCLUDING A SITE PLAN SUBMITTAL PACKET THAT INCLUDES:

- ☐ 1. **Site plan** including the following:
 - ☐ a. All buildings and structures (existing and proposed);
 - ☐ b. A parking plan/layout showing all paved areas or impervious areas, curbs and ramps, and parking area landscaping;
 - ☐ c. Location of utilities including water, sewer, gas, electric, communications. This shall also include manholes and catch basins;
 - ☐ d. Locus plan showing land, buildings, roads, boundaries, and important features of adjacent areas;
 - ☐ e. Existing and proposed landscaping;
 - ☐ f. Legal boundaries of the parcel with dimensions, bearings, and radii, including any easements and showing boundaries of any zoning districts;
 - ☐ g. Existing and proposed topography with two (2) foot contours;
 - ☐ h. The location including distances from property lines, dimensions, and use of existing and proposed buildings, structures, additions, and demolitions;
 - ☐ i. Natural and cultural features such as fences, walls, streams, and wetlands;
 - ☐ j. Isometric or perspective drawings of the area;
 - ☐ k. Elevations and floor plans of existing and proposed buildings;
 - ☐ l. Tabulation of floor areas (and applicable outdoor areas) devoted to the various principal uses, applicable parking requirements, estimated cost of construction and landscaping meeting the requirements for parking plans;
 - ☐ m. Traffic study as per §9.5.3 subsection 7 of the Zoning By-Laws;
 - ☐ n. Title block showing address, scale, north arrow, seal and signature of the registered architect, engineer, land surveyor, or landscape architect responsible for a particular component of the site plan and a locus plan at 1"=200' scale showing abutting lots and general location.;
- 2. **Parking Plan Requirements:** site plan review shall include the review and approval of a parking plan which shall comply with the requirements of Section 5.1. The following items shall also be submitted:
 - a. A separate traffic and access report shall be submitted, citing and substantiating the number of cars and trucks expected to enter and leave the premises in a 24-hour period and during the morning and afternoon peak hours; traffic volumes, pavement width, and Level of Service (LOS) on each road abutting or serving the site, signalization and turning movements for any intersection abutting or within 500 feet of the site; any special conditions affecting it; and mitigating measures proposed;
 - b. The applicant shall also submit other explanatory or relevant exhibits and materials to assist the Planning Board in evaluating the site plan and its effect on the neighborhood. Nine (9) copies of the application, plans, traffic report, and supplementary materials shall be filed with the Planning Board simultaneously with the processing and review fees, and the review period shall not commence until all required items have been submitted.

☐ **3. Filing and Processing Fee and Consultant Review Fee**

Applicant Information

Street Address: _____

Assessors Map and Lot: _____

Boundary Description and Abutters (Please Attach Separate Sheet)

Owners Name: _____ E-Mail: _____@_____

Address: _____ Phone: _____

Lessee/Occupant Name: _____ E-Mail: _____@_____

Address: _____ Phone: _____

Architect Name (if applicable): _____ E-Mail: _____@_____

Address: _____ Phone: _____

Engineer Name (if applicable): _____ E-Mail: _____@_____

Address: _____ Phone: _____

Landscape Architect Name (if applicable): _____ E-Mail: _____@_____

Address: _____ Phone: _____

Counsel Name (if applicable): _____ E-Mail: _____@_____

Address: _____ Phone: _____

For Official Business

Date of Application: _____

Signed: _____
Applicant or Designee

Attach written authorization if not the property owner or attorney-at-law/counsel. Attach any Board of Appeals (ZBA) or other applicable decision, permit, or approval (Note that it is the responsibility of the applicant to determine the applicable permits, approvals, or licenses required for the proposed development). Attach a narrative statement of existing and/or proposed construction and uses, and other relevant information.

Robert D. Aldous, Chairman
Michael A. Podolski, Vice Chairman
John R. Bethoney, Clerk
Ralph I. Steeves
James E. O'Brien IV

TOWN OF DEDHAM
Commonwealth of Massachusetts



Richard J. McCarthy, Jr.
Planning Director
781-751-9241

Susan N. Webster
Administrative Assistant
(781) 751-9242
Fax (781) 751-9225
swebster@dedham-ma.gov

PLANNING BOARD
26 Bryant Street
Dedham, Massachusetts 02026

**REMINDER OF REQUIREMENT FOR PEER REVIEW CONSULTANT
FOR ALL PARKING/SITE PLAN PROJECTS
IN EXCESS OF NINE (9) PARKING SPACES**

The Town of Dedham Zoning By-Law requires all applications for site plan review and parking plan review in excess of nine (9) parking spaces, regardless of whether it is a new application or an amendment to an existing approved plan, shall be required to submit to peer review engineering, the scope of which shall be determined by the Planning Board.

The applicant must pay a peer review fee deposit with any application. Section 9.5.5 of the Dedham Zoning By-Law states:

"The cost of consultant review and inspections shall be borne by the applicant, who shall be billed for costs in excess of the initial review fee and shall be refunded any part of the fee not used, together with any interest accrued thereon."

The Planning Board requires submittal of color photographs to accompany the other application materials. These photographs must clearly indicate all buildings and other site elements relevant to the application, as well as any renderings of new construction or alterations.